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e. Continuous Eligibility

(1) PM/PC should require SRT member participation in scheduled training, exercises, and employments (unless on leave, hospitalized/SIQ or TAD) to remain eligible as an SRT member.

(2) SRT members must maintain continuous compliance with the screening and eligibility criteria. Any SRT member who fails to meet prescribed criteria shall be prohibited from serving as a regular SRT member on employments; any such SRT member shall be allowed no more than 30 days to achieve compliance before removal from the SRT.

(3) The SRT Commander shall submit a summary of reasons for the dismissal of an SRT member to the PM/PC.

(4) In the case of Marine SRT members, the installation commander may recommend to CMC (MMEA) the removal of the 5815 secondary MOS of any Marine who declines to participate in SRT training.

2. Accident Investigators. Enlisted MPs (Cpl-GySgt) who have completed the U.S. Air Force Traffic Management & Collision Investigation Course, Lackland Air Force Base, Texas, or the Traffic Institute Accident Investigators Course and have been assigned additional MOS 5813 are considered qualified accident investigators. Similarly, civilian police officers of equivalent seniority completing the same courses are considered qualified accident investigators. Accident investigators are normally assigned within the Operations Division of a PMO/MCPD.

3. Military Working Dog (MWD)/Civilian Police Working Dog (CPWD) Handlers. A MWD/CPWD handler is a military policeman/police officer who is additionally trained to properly employ a MWD/CPWD to conduct vehicle searches, searches of open areas, buildings, vehicles, etc., for the detection of explosives or illegal drugs and who also has the ability to search for lost or wanted persons. Requirements/prerequisites are as follows:

a. Must currently hold MOS 5811 or be assigned as a civilian police officer.

b. Possess no fear of dogs.

c. Must be a volunteer.

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d. Complete the Military Working Dog Basic Handler Course and the Detector Dog Handler Course, Lackland Air Force Base, Texas. CMC (PS) offers, and funds, limited school seats for CPWD handlers to attend the Military Working Dog Handler School at Lackland Air Force Base, Texas. CPWD handlers are initially hired based on the minimum requirements set forth in reference (au) for civilian police officers, however, CPWD handlers must meet the prerequisites for military candidates, minus those standards specific to general technical scores, or military entrance battery exams and complete or have completed the Military Working Dog Basic Handler Course.

4. Physical Security Specialists. A physical security specialist is typically a military policeman additionally trained to give the installation commander the ability to conduct risk/vulnerability assessments, analyze crime, and recommend appropriate courses of action to eliminate conditions conducive to terrorism, espionage, sabotage, wrongful destruction, malicious damage, theft and pilferage. Civilian police officers of similar grade and rank may be considered for funded training in the physical security field.

Requirements/prerequisites:

- a. Must currently hold MOS 5811, or civilian equivalent.
- b. Must have obtained the grade of corporal or higher, or civilian equivalent.
- c. Must complete the Conventional Physical Security Course at USAMPS.

5. Bicycle Patrol

- a. Candidates must undergo the following screening exams:
  - (1) Physical Activity Readiness Questionnaire (PAR-Q)\* as set forth by the Canadian Society for Exercise Physiology. See <http://www.apsu.edu/recreation/patron/parq.pdf>.
  - (2) Three-minute stress test\*, administered by a qualified fitness professional.
  - (3) Medical exam.
  - (4) Orthopedic exam with emphasis on back and knees.

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(5) A cycling-specific physical fitness test using recovery heart rate, administered by a qualified fitness professional authorized by this department.

*\*If the MP/police officer answers "yes" to any questions on the PAR-Q or fails the three-minute stress test, he or she must pass a medically supervised cardiovascular stress test.*

b. Initial Training. Selected MPs/police officers must attend and pass a nationally recognized and standardized basic police cycling course (minimum 32 hours of training).

c. In-Service Training

(1) Documented, periodic training of at least one full day per year, refresher to advanced, as determined by the unit supervisor.

(2) Firearms qualification, in full bicycle patrol uniform, at least once per year.

(3) Bicycle-specific firearms training, in full bicycle patrol uniform, at least once per year.

d. Successful completion of the cycling-specific physical fitness test using recovery heart rate, administered by a qualified fitness professional or successful completion of the three mile bicycle time trial (must be completed in 12:30).

e. Prior to riding a bicycle in an official capacity, candidates selected for duty with the bicycle unit must attend the standard basic course. Reasonable accommodations should be made where possible when dealing with scheduling conflicts; however, all newly selected police cyclists shall attend the class within six months of selection.

f. All MPs/police officers who conduct bicycle patrol attend at least one full-day refresher training class, preferably at the start of the cycling season.

6. School Liaison. In some DOD schools, a school liaison or school resource officer is assigned to fixed-post assignments in the school. These MPs/police officers remain under the direct control of the PMO/MCPD. They shall maintain high visibility to prevent and respond to crimes against school property, students, faculty, and personnel and shall assist the Principals in maintaining a high degree of discipline and a safe atmosphere within the school that is conducive to learning. When school is

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not in session, due to breaks or vacation, these MPs/police officers will present themselves to the PMO/MCPD for duty. The PM/PC should take great care to ensure that MPs/police officers assigned within, or in close proximity to schools, meet all of the following criteria:

- a. Must have excellent judgment skills, and refrain from becoming involved in the enforcement of DOD school policy that does not constitute a violation of the law.
- b. Superior knowledge of law enforcement procedures.
- c. Ability to maintain crowd control.
- d. Ability to prepare accurate and concise written reports.
- e. Ability to maintain security of confidential materials.
- f. Ability to judge when to act independently and when to refer situations to supervisors.
- g. Ability to work cooperatively with employees, students, parents, and the public.
- h. Ability to recognize and report hazards, and to apply safe work methods.

7. Drug Abuse Resistance Education (D.A.R.E.). D.A.R.E. instructors must meet the minimum criteria for school liaison officers articulated above. Additionally, D.A.R.E. instructors must be state certified. Certification by the state in which the installation is located is not required; a previously certified instructor who moves to a new PMO/MCPD in a different state may retain the certification for use on base. Overseas installation instructors will be certified stateside or by an approved DOD Mobile Training Team (MTT).



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Section 4400 - Screening, Assignment, and Training of Security Augmentation Forces and USMC Reserve Personnel

4401. Purpose. This section identifies the standards for screening, assignment, and training of security augmentation forces (SAF) and USMC Reserve personnel.

4402. Policy

1. Personnel assigned to law enforcement duties within the PMO/MCPD under the auspices of the Fleet Assistance Program (FAP) or local augmentation programs will be interviewed by the PM/PC, or designated representative to determine their suitability for assignment for duty. Personnel desiring to make a lateral move to MOS 5811/21 will submit their request through their career planner.

2. PMOs/MCPDs may also have members of the United States Marine Corps Reserve attached to their organization through the Individual Mobilization Augmentee (IMA) program. These reservists are members of the Selected Marine Corps Reserve (SMCR) and are joined to the PMO/MCPD table of organization in reserve line numbers. IMA Marines are administratively controlled by Mobilization Command and are operationally controlled by the PMO/MCPD with which they drill.

4403. Procedures

1. Local security augmentation forces or crisis management forces are provided for in reference (w) in order to provide the installation commander with a pre-trained, scalable security force, ready to respond to changes in the Force Protection Condition (FPCON). Mutual support agreements should be established between the installation commander and tenant commanders. PMs/CPs must coordinate closely with tenant commanders and utilize existing mutual support agreements to ensure that the SAF is ready to deploy, when required. The SAF, by definition, is comprised of non-5800 MOS personnel, who are in non-mission critical assignments (service members who, in FPCON Charlie or Delta, would not normally present themselves to duty/work). Agreements should stipulate a minimum of six months for SAF assignment and determine the appropriate rank structure. The SAF is often organized in platoons and has a commissioned officer and staff noncommissioned officer assigned as the SAF commander and SAF NCOIC (as collateral duties). Members of the SAF remain in their current billets and organize regularly during scheduled duty days for SAF muster and training. Local requirements will determine how often the SAF meets, but monthly

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is ideal. Training of the SAF is managed by the PMO/MCPD Training Branch and should include at a minimum:

- a. Use of force/deadly force and the force continuum.
- b. Weapons familiarization.
- c. Defensive tactics.
- d. Riot control tactics.
- e. Oleoresin capsicum certification/recertification.
- f. Communication procedures.
- g. Gate/entry control procedures.

2. The FAP is governed by reference (u). Generally, non-5800 MOS FAP personnel are assigned on a year-long basis and remain under the administrative control of their parent organization. 5800 MOS personnel, however, may be assigned to the PMO/MCPD when their parent commands are not deployed and are administratively controlled by the battalion or squadron level headquarters under which the PMO/MCPD falls. For further guidance, consult reference (u), installation orders, and local policies.

3. The IMA program is governed by (bz). The following provisions apply to IMA Marines in support of PMOs/MCPDs:

a. Background. The Reserve Component (RC) of the United States Marine Corps provides an immediately available, pre-trained pool of units and individuals for mobilization in the event of an emergency. Integration of RC Marines into the structure of the PMO/MCPD allows for the maximization of training and mobilization readiness. Incorporating RC Marines into the daily operations of a PMO/MCPD facilitates training and working relationships upon which to build should requirements at the operational level dictate official mobilization, recall, or full time employment of the RC.

b. Definitions. The following definitions are provided for the categories and terms most likely to be encountered in the daily integration of RC Marines within a PMO/MCPD. Consult reference (t) for additional categories of RC Marines, policies, and procedures.

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(1) Individual Mobilization Augmentee (IMA). Individual Selected Reservists who receive training and are pre-assigned to an Active Component (AC) organization billet that must be filled to meet the requirements of the organization to support mobilization (including pre- and/or post mobilization) requirements, contingency operations, operations other than war or other specialized or technical requirements. The IMA program provides a source of trained and qualified members of the SMCR to fill individual military billets, which augment active component structure of the Marine Corps, DOD or other departments or agencies of the U.S. Government. IMA Marines are subject to the Uniform Code of Justice when on active duty for training status (inclusive of liberty hours during annual training under orders and upon arrival to government provided billeting).

(2) Operational Sponsor (OpSponsor). An OpSponsor is a command-designated single point of contact for all matters concerning the IMA program.

(3) Mobilization Command (MOBCOM). MOBCOM retains administrative control of IMA Marines. All matters pertaining to pay, records maintenance, awards, discipline, and administrative procedures are approved by MOBCOM, with routing and endorsement through the Reserve Support Unit.

(4) Active Duty Special Work (ADSW). ADSW provides full time personnel augmentation to accomplish special projects and to meet operational, administrative and exercise support requirements of relatively short-term duration. ADSW orders are voluntary and vary in duration. RC Marines serving on ADSW orders are subject to all policies and procedures applicable to the AC and are under the administrative control of the AC unit to which assigned (see reference (ci)).

(5) Muster Sheet. A standard sheet used to document an IMA Marine's performance of drills. OpSponsors must be authorized in writing to sign muster sheets.

(6) Anniversary Year. Normally, an anniversary date is an RC Marine's pay entry base date (exceptions may be found in the MCRAAM). The anniversary year is the full calendar year between each anniversary date. In an anniversary year, an RC Marine must accrue a set number of points to get a satisfactory year in order to be eligible for promotion and retirement benefits.

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c. Special Procedures. The following procedures apply to the integration of RC Marines within PMO/MCPD.

(1) IMA Marines

(a) RC Marines initiate joining an IMA by contacting a prior service recruiter. The recruiter screens RC Marines to ensure that each meets prescribed standards (health, weight, etc.) for the Marine Corps. The RSU identifies potential candidates for assignment to a reserve line number associated with PMO in concert with the recruiter screening. The RSU actively seeks Marines for affiliation with PMO who meet one of the following criteria:

1. Prior service Marines holding the 58XX MOS (enlisted and officer).

2. Currently engaged in civilian employment in a law enforcement or emergency services field.

3. Grade match (within one grade higher or lower) to the vacant reserve line number, who meets the criteria for MOS initial assignment outlined in reference (q).

(b) Prior to officially joining the RC Marine to a reserve PMO/MCPD line number, the RSU should afford the PMO/MCPD the opportunity to screen the RC Marine. Enlisted Marines are screened by the Provost Sergeant/Operations Officer, or his/her designee. The PM/PC will screen RC officers. Screening interviews may be conducted telephonically, or in person. The purpose of the screening interview is to assess prior training and relevant experience of the RC Marine, in order to make the appropriate determination of employment. Examples: an RC Marine who is not a 58XX by MOS, but is employed by a federal or state certified agency as a criminal investigator may be appropriate for assignment to drill within the CID; an RC Marine who is a civilian police officer with or without the 58XX MOS may be suitable for duty with the watches; an RC Marine who has civilian Special Weapons and Tactics (SWAT) training may be best suited to serve in the SRT during drill days. The PMO/MCPD screening interviewer will consider all experience and qualifications (both civilian and military) of the individual RC Marine and make recommendations for best employment to the PM/PC on a case-by-case basis.

(c) Upon favorable screening and acceptance, the designated PMO/MCPD screener will contact the RSU and request the RC Marine be joined to the IMA line number. After section



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assignment is made, the PM/PC or designated representative will make contact with the RC enlisted Marine and provide him/her with a SNCO or civilian police officer in the grade of sergeant to serve as point of contact for scheduling drills. RC officers will coordinate directly with the PM/PC.

(d) IMA Marines are normally assigned to a three year tour beginning on the join date. The "three year tour" is an affiliation status for purposes of drilling, it does not imply three years of continuous active duty. Reassignment to a different line number in the same IMA does not initiate a new tour length. IMA Marines (officer and enlisted) who are not primarily designated as 58XX may be eligible for re-designation in the primary MOS per the MOS manual. The RSU usually coordinates with MOBCOM for orders, funding, and school seats for enlisted IMA Marines to attend the US Army Military Police School (dependent on availability and scheduled directly with the IMA Marine by the RSU). Officers may be awarded the MOS through a period of on-the-job training. On-the-job training and other MOS conversion options are outlined in the MOS Manual. Lack of formal MOS designation does not preclude IMA Marines from drilling once joined to PMO/MCPD affiliated RC billets. IMA Marines originally designated in other MOSs are eligible and encouraged to enroll in grade appropriate MP correspondence courses administered by both the Army Distance Learning Program and the Marine Corps Institute.

(e) Once the RC Marine is joined to the IMA, he/she will contact the designated PMO/MCPD POC to schedule drills. Primary POCs may also contact the IMA Marine should an operational requirement or training opportunity arise. Drills should be scheduled a minimum of two calendar weeks in advance of the desired date. Per reference (t), IMA drill periods (including annual training under official orders) shall be scheduled by mutual agreement between Operational Sponsors and the individual Marine.

(f) Billeting expenses are reimbursable for IMA Marines. IMA Marines must arrange for their own billeting and complete SF 1164 for reimbursement.

(g) Non-MOS qualified IMA Marines and 58XX IMA Marines who have had more than 12 months break in service, will complete pre-service training prior to employment on the watch or in armed duties. At a minimum, all IMA Marines will qualify with their duty weapon (unless Marine Corps qualification occurred within the last 12 months), and complete use of force, Article 31 of reference (c), safe weapons handling/clearing,

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authority and jurisdiction, and holding cell training via formal instruction prior to drilling in an armed law enforcement/security capacity. Accredited civilian law enforcement academy training or criminal justice course work may substitute for pre-service academic training covering civilian Miranda warnings, determining if search and seizure is authorized, and basic evidence handling. On a case-by-case basis, IMA Marines with documented, current training in the following subjects may be exempted prior to assuming duties watch/armed duties:

1. Oleoresin Capsicum (must have completed OCAT based training with an initial Level 1 exposure and refresher training as applicable).

2. Monadnock expandable or expandable baton.

3. Handcuffing and restraint techniques (Monadnock Defensive Tactics System, Pressure Point Control Tactics or Controlled F.O.R.C.E. based training are all acceptable per current CMC (PS) policy).

(h) IMA Marines will provide PMO/MCPD Training Branch with certificates of completion or in the case of academic course work, a course description/proof of completion to document prior civilian training and request an exemption. Certificates presented for training in subjects (a) - (c) above must be dated no more than 12 months previous for basic level certification or 24 months for instructor level certification in order for the pre-service requirement to be waived. Where a question exists, the PM/PC, under advisement from the Training Officer/Chief, will ultimately determine acceptability of civilian training. IMA Marines will make every reasonable attempt to schedule drill days as soon as possible after joining, in order to accomplish any pre-service training requirements. IMA Marines unable to schedule pre-service training immediately will be allowed to perform drills in an unarmed, administrative support status.

(i) In addition to pre-service training, IMA Marines will demonstrate proficiency in military police individual training standards on a continuing basis throughout the annual drill cycle. The PMO/MCPD field training program should be utilized to achieve these standards and document completion.

(j) IMA Marines have a minimum drilling requirement of 12 consecutive calendar days per anniversary year for annual training (exclusive of travel). The 12 annual training (AT)

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days may not be broken up into smaller drilling increments without approval from MOBCOM and in no case will single drill days be split during AT. IMA Marines receive official orders to active duty for training during that 12 day period. IMA Marines are authorized (but not required) to drill a maximum of 24 additional calendar days per year. These 24 drill days are broken up into two, four-hour drill periods for pay purposes. Completion of one calendar drill day is reported as two drill periods on the Muster Sheet. Muster sheets will be completed in accordance with reference (bz). The mustering official should write a daytime contact phone number next to his/her signature for verification purposes. The IMA Marine will deliver the Muster Sheet and any required travel or billeting paperwork, not later than the next business day after drill is completed, in order to ensure timely payment.

(k) IMA Marines may cancel a scheduled drill and reschedule due to civilian employment conflicts, emergencies, illness or other circumstances by contacting their primary PMO/MCPD POC. IMA Marines should make every reasonable effort to provide as much notice as possible before canceling drills (under normal, non-emergent situations, a minimum of 24 hours prior cancellation notice is expected). Reference (t) outlines policies for Rescheduled Inactive Duty Training.

(l) Unsatisfactory performance (performance which is unlawful or does not adhere to Marine Corps standards) of an IMA Marine during the drill period or while under training orders will be presented to the PM/PC, who in turn will inform the RSU. The RSU will take appropriate action, up to and including administrative actions or judicial proceedings, based on the notification, considering the recommendations of the PMO/MCPD and in a manner serving the best interests of the government.

(m) Superior performance of an IMA Marine should be documented and rewarded. Letters of Appreciation may be given at any time to deserving IMA Marines within the PMO/MCPD and do not require any coordination with the RSU. Recommendations for Certificates of Commendation, impact and/or end of tour award recommendations will be accepted by the RSU for consideration of award.

(n) Proficiency and conduct marks are given by the local RSU to IMA Marines in the rank of Corporal and below. The PMO/MCPD should provide input in the awarding of marks. Counseling folders and other performance documentation should be maintained by the PMO/MCPD POC to justify recommendations. Fitness Reports for IMA Marines ranks Sergeant and above are



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prepared by a reporting senior and reviewing officer within the PMO/MCPD reporting chain, utilizing the Automated Performance Evaluation System. The RSU does not prepare fitness reports for IMA Marines. Reporting occasions and the Annual Reserve (AR) reporting schedule are outlined in reference (ba).

(o) IMA Marines, while in a duty status, are expected to meet all of basic standards of the Marine Corps pertaining to weight, physical appearance, customs and courtesies and adherence to lawful orders designated applicable to the Marine Corps Reserve. There are some differences in standards concerning frequency of physical fitness testing (IMA Marines are tested annually, and may be tested by the PMO/MCPD or by the RSU during a required annual Muster drill hosted by the Operational Sponsor) and ability to complete annual training in the same manner as the AC (due to the scheduling of drills, IMA Marines may participate in PMO/MCPD centralized training days if they are able and have available drilling days to do so). Scheduling of IMA Marines to participate in training must be carefully balanced with the operational needs of PMO/MCPD and the needs of the individual IMA Marine. Per reference (t), IMA Marines will not be authorized to drill above their maximum amount of authorized drill days without authorization from MOBCOM. As such, reasonable accommodations will be made for the IMA Marine to complete annual and ITS based training, normally completed on a centralized training day by the AC, on the days he/she is scheduled to drill. In all other respects, while in a duty status, IMA Marines will endeavor to meet or exceed all basic performance standards applicable to the AC.

## (2) ADSW Marines

(a) Per reference (ci), administrative control of Marines on ADSW orders authorized for periods of 31 days or more shifts from MOBCOM to the gaining AC command upon the Marine's acceptance of, and reporting on orders of that length. The local RSU screens RC Marines seeking ADSW orders to ensure they meet all applicable USMC standards and are MOS qualified (in most cases, ADSW is not authorized for Marines who are not an MOS match to the billet requested). The RSU affords the opportunity for the PMO/MCPD to interview RC Marines seeking assignment to the PMO/MCPD in the same manner as the IMA screening process described above.

(b) All matters pertaining to records maintenance, awards, performance appraisal (including proficiency and conduct marks), discipline, operational employment and administrative procedures for ADSW Marines authorized for 31 days or more are



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managed by the battalion or squadron level higher headquarters of the PMO/MCPD in the same manner as the permanently assigned AC Marines. PMO/MCPD ADSW Marines are expected to meet all training and performance standards set forth for the Active Component.

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Section 4500 - MPs/Police Officers Involved in Domestic Violence  
and the Lautenberg Amendment

4501. Purpose. This section establishes procedures for handling acts of domestic violence committed by MPs/police officers and for implementing prevention strategies. This section will provide law enforcement executives and all PMO/MCPD personnel guidance in addressing incidents where one (or more) party to a reported domestic violence incident is an employee, whether MP/police officer, security or support personnel, of any rank in the PMO/MCPD.

4502. Policy

1. This section recognizes that MPs/police officers and security personnel sometimes commit domestic violence against their family members and/or significant others. All law enforcement executives and designated representatives must be familiar with the provisions of this section. This section provides an overview of requirements. The appropriate SJA and/or local HRO must be consulted before initiating administrative, disciplinary, or civilian employment action. By policy extension, this applies to civilian police officers (as provided for by OPM rules).

2. PMO and MCPD maintain weapons and ammunition in their inventory which meet the definitions outlined in the reference (bh). Essentially, all firearms in the table of equipment for PMO/MCPD are subject to the restrictions reference (bg) imposes. Crew served and major weapons systems (examples include missiles and tanks) are excluded per DOD policy.

4503. Procedures

1. Commanders shall not routinely screen Marines or civilian employees for domestic violence convictions. For purposes of installation law enforcement, commanders who suspect or become aware through voluntary disclosure or other means, that a Marine or DON employed civilian has a misdemeanor or felony conviction for domestic violence shall:

a. Consult with the appropriate SJA to determine whether or not there is, in fact, a qualifying conviction.

b. Afford the individual the opportunity to complete the DD Form 2760 Dec 2002, "Qualification To Possess Firearms Or Ammunition."

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c. Immediately retrieve government issued firearms and ammunition from the individual and suspend future access.

d. For service members: immediately secure the individual's access to any privately owned firearms and ammunition kept in the member's government quarters or in the armory aboard base.

e. Advise the individual (military or civilian) to take immediate action to lawfully dispose of any privately owned firearms and ammunition.

f. Refer the individual to the appropriate SJA if there appears to be a qualifying conviction.

2. Domestic violence is incompatible with military and government service and is contrary to Marine Corps core values. It detracts from readiness and will not be tolerated. Protection of adult victims and children is paramount. The Lautenberg amendment furthers this end by denying perpetrators access to weapons following a conviction; however, preventing domestic violence and timely and effective intervention remain command responsibilities, executed with the assistance of the Marine Corps Family Advocacy Program. In addition to the directed actions to comply with the Lautenberg amendment, commanders shall continue to take all appropriate measures, to include restricting access to weapons, whenever they deem it necessary to protect victims from domestic violence.

3. Commanders may afford service members and civilian employees who have qualifying convictions a reasonable time to obtain an expungement or pardon from the qualifying conviction. Access to firearms and ammunition however, shall be suspended during this period. Contact CMC (MMEA-6) for retention options, if the Marine is otherwise eligible and recommended for reenlistment. Guidance for civilian employees is provided in the DON Civilian Human Resources Manual and other pertinent references.

4. Marines with qualifying convictions may also be processed for administrative separation. Separation of members with qualifying convictions shall comply with existing statutory military retirement sanctuaries. A service member in a statutory military retirement sanctuary who has a "qualifying conviction" and would otherwise be separated under current Marine Corps regulations, shall be given meaningful duties that do not entail access to firearms or ammunition, until they are retired upon first attaining eligibility.

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5. A domestic violence conviction is a pre-employment disqualifying condition for civilian police officers. Local Human Resource Service Centers (and satellite Human Resource Offices) will be closely consulted in handling cases of termination of civilian personnel for qualifying convictions of domestic violence.



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Section 4600 - Physical Fitness and Wellness  
(Military Police, Civilian Police Officers and Security  
Personnel)

4601. Purpose. This section provides guidelines for physical fitness and wellness of all members of the Marine Corps law enforcement and security community.

4602. Policy

1. The functions of MPs/police officers and security personnel frequently require good physical fitness. Good physical fitness and sound general health practices results in healthier department members. This increases efficiency, reduces shortages caused by excessive sick leave, and adds to the member's quality of life. The Marine Corps LE community encourages all its members to maintain a satisfactory level of general health and physical fitness.
2. Marines are required to comply with the physical fitness and body composition standards articulated in reference (s). Additionally, Appendices B and C of reference (s) offer exercises for maintaining flexibility, cardiovascular health and muscular/skeletal strength and should be considered in the baseline formulation of a PMO/MCPD physical fitness program. Marines are required to engage in physical exercise and specifically, cardiovascular training, for a minimum of 30 continuous minutes, three times per week.
3. Civilian police officers and security personnel are encouraged to meet the same physical training standards within reference (s), in recognition of the fact that the Marine Corps community aboard installations is largely comprised of physically fit people and it is within this population that law enforcement activities are performed. Baseline physical fitness requirements for civilian police officers are provided in this section. All civilian police officers and security personnel, at all levels in the organizational hierarchy, are required to pass the PAT semi-annually throughout their employment in the PMO/MCPD per paragraph 4603 below. All civilian police officers and security personnel, at all levels in the organizational hierarchy, are required to meet the height and weight standard prescribed and to maintain the height and weight requirement throughout their employment in the PMO/MCPD per paragraph 4603 below.
4. To aid in building and maintaining physical fitness, Marine Corps Community Services (MCCS) offers gym access aboard

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installations and free or low cost personal training options for all members. PMs/CPs, or their designated physical training coordinators, may contact local MCCA representatives for more details.

5. PMs/CPs are highly encouraged to provide time during the scheduled duty day for individual or team exercise. PMs/CPs are authorized to implement mandatory physical training programs. In an attempt to maintain good general health and physical fitness, all individual members of the law enforcement community should consider the following:

- a. Refrain from using tobacco products.
- b. Abstain from or consume alcoholic beverages in moderation.
- c. Maintain a well balanced diet, low in fats and cholesterol.
- d. Take part in a regular exercise program, including a minimum of 30 continuous minutes of cardiovascular training, at least three times a week.
- e. Allow for a sufficient period of daily sleep (eight hours daily is a good baseline).
- f. Get regular medical check-ups and age/sex/family history appropriate screenings.

#### 4603. Procedures

1. Physical Fitness. It is necessary to define and measure the physical abilities required of police work in a manner that is objective, practical and non-discriminatory. Although it may be infrequent that an individual be physically tasked as such, it is necessary to recognize the need for police officers to maintain a level of physical readiness. Maintaining a minimal level of fitness is basic to the performance of duty in protecting the military installation, producing a healthy productive work force, and to maintain appearance in uniform. Marines are required to complete PFTs in accordance with reference (s). Civilian police officers and security personnel will complete separate PATs, as articulated below (civilian police officers/security personnel who are also members of the Marine Corps Reserves will be required to participate in both physical assessment programs and will not be exempt from the

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below testing requirements based upon successful completion of an annual Marine Corps PFT).

a. The PAT events are validated through research conducted at various municipal agencies within the United States and the Cooper Institute. Each event is an absolute standard, measuring the level of fitness essential to complete the job tasks required of the job, regardless of the participant's gender, age, or years of service. In other words, the absolute measurement accounts for the level of physical ability the position demands and for the safety of the officer.

b. All civilian police officers and security personnel, at all levels in the organizational hierarchy, are required pass a PAT as a condition of employment, including a pre-employment PAT and passing the PAT semi-annually throughout their employment in the PMO/MCPD. The test must be taken once between January 1 and June 30 and once between 1 July and 31 December. The PAT will be administered by the installation site supervisor or his/her representative (physical fitness coordinator) and will be maintained in the employee record book. PMs/CPs are authorized to implement mandatory physical training programs. The PAT events are to be completed sequentially on the same day allowing no more than 10 minutes between the end of one event to the start of another. If any event in the PAT is failed, the PAT is considered failed and all events must be performed again when the PAT is re-taken.

c. The events are tested in the order below:

(1) 300 Meter Run. Demonstrates anaerobic capacity used in high intensity baton and defensive tactics training, and is important for performing short, intense bursts of effort such as foot pursuits, rescues, and use of force situations.

(a) Participants must complete the 300 meter run within 71 seconds.

(2) Crunches. Demonstrate balance and core abdominal muscular strength and endurance which are used in self-defense and high intensity arrest-simulation training. Further, these muscles are important for performing tasks involving the use of force. It also helps to maintain good posture and minimize lower back problems.

(a) Conducted on a level surface, participants start with knees bent, heels about 10 inches from buttocks, while

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lying flat on back. Arms are folded across and touching the chest with hands flat on upper chest or shoulders.

(b) Feet are held on the floor by partner.

(c) With hands in contact with the chest or shoulders, participant curls body up until the elbows touch the thighs, and then lowers himself/herself until the lower edge of the shoulder blades touch the floor.

(d) Start signaled by a timer and continues until one minute has elapsed.

(e) Resting may be done in either an up or down position.

(3) Push-ups. Demonstrate upper body muscular strength and endurance of the upper body muscles in the shoulders, chest, and upper arms used in high intensity self-defense and arrest simulation training. This is important for the use of force involving pushing motion, breaking one's fall to the ground, use of the baton, etc.

(a) Participant will start in a "front-leaning rest" position. Both feet and palms are shoulder width apart. Back shall remain straight throughout the event. Feet may not contact a wall or other support surface. Feet and hands will remain in contact with the floor.

(b) While keeping the back straight, participant lowers entire body by bending elbows until back, shoulders, and upper arms are parallel to the floor.

(c) Return to starting position with elbows extended and arms and body straight. Start signaled by a timer and continues until two minutes have elapsed.

(d) Resting may be done in either an up or down position where the body is parallel and not touching the ground.

(4) 1.5 Mile Run. Demonstrate cardio-respiratory endurance (or aerobic capacity) used in extended control and defensive tactics training. This is important for performing tasks involving stamina and endurance (pursuits, searches, prolonged use of force situations, etc.) and for minimizing the risk of cardiovascular health problems.